

## Position Description (PD) for Yucca Mountain Lead Lab Activities

Position Description Number	YM058	
Creation Date of PD	07/24/2006	
Job Title	Reference Control Administrator	
SNL Dept Name	Technical Data Management System (TDMS)	
SNL Org Number (or TBD)	TBD	
Number of Openings	2	
Description of Position	<p>The position includes technical lead responsibility for the three functional areas within Reference Control: administering the day to day operation of the Document Input Reference System (DIRS), researching and verifying technical references, and tracking To-Be-Verified (TBV) assumptions used in technical documents. The position will provide technical direction to all members of the DIRS team, coordinate their activities, and assign tasks.</p> <p>The position is authorized to independently resolve customer problems/issues with only periodic oversight by the Technical Data Management System Manager. The position is responsible for setting incremental goals and presenting performance metrics to management. The position will regularly interface with managers/supervisors of other support organizations, such as the Technical Information Center and the Records Processing Center in order to maintain efficient work flow and resolve reference and technical input issues. The position will regularly interface with the responsible managers of DIRS users to resolve issues. The position requires database skill and a records or document control background.</p>	
Required Skills & Experience	See above.	
Desired Skills & Experience (if applicable)	YMP experience is strongly preferred.	
Required Education (Degrees & Levels)		
Desired Education (Degrees & Levels - if applicable)	An associates or higher in document management, business, or other related field is desired.	
Full Time Position? (Y/N)	Y	
Job Requires lifting 35+ Pounds (Y/N)	N	
Desired Start Date	10/1/06	
Can this position accommodate...		
Part Time Employees? (Y/N)	Telecommuting? (Y/N)	Foreign Nationals? (Y/N)

Please Select All Related WBS Elements for this PD  
(required for distributing PDs to contract providers for sourcing)

WBS Elements of 1.5.01	Name	
1.5.01.06	Information Management	X
WBS Elements of 1.5.03		
1.5.03.13	Technical Data Management – Project Operations	X

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